NEXT STEPS:

2007 21st Century Community Learning Centers

Continuation Application

Welcome to MEGS
The Michigan
Electronic Grants System

http://megs.mde.state.mi.us/megs/

21st Century Community Learning Centers

Last Updated: May 2, 2006

Purpose

1. Understand how to use MEGS for 21st CCLC grants
2. Initiate the 2007 Continuation Grant (rollover from previous year)

What is needed to use MEGS?

- An Internet Connection

- Web Browser
    - -IE 6.0+
    - -Netscape 7.0+

- Acrobat Reader 4.0+

- A Valid MEIS Account, entered in MEGS

MEGS: Michigan Electronic Grants System

Welcome to MEGS, the Michigan Electronic Grants System. Founded in 2001 by the Michigan Department of Education (MDE), MEGS helps to expedite and improve the application process by using the power of the Internet. MEGS' features include:

- Allowing you to view and print information about a grant and its current application.

- Providing a secure environment for on-line applicants to complete, submit, amend, and track their applications.

- Automatically reviewing applications to reduce the number of initial application errors.

- Allowing MDE reviewers to conduct their reviews online and share the results of the review with the applicant immediately.

- Posting allocations as soon as they are determined.

Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

Login to MEGS

Michigan Department of Education
608 West Allegan Street
Hannah Building
Lansing, MI 48933
(517) 373-3324

What is MEIS and how can an account be obtained?

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE applications.

In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. This can be done by going to the following URL (Website Address) and clicking Create a MEIS Account:

http://meis.mde.state.mi.us/userman/

Confirming your MEIS Account

The final screen will confirm your account.

Hint: Print this page for your records.

Hint: Change your password immediately.

Your MEIS account must be entered in MEGS by your authorized official (level 5).

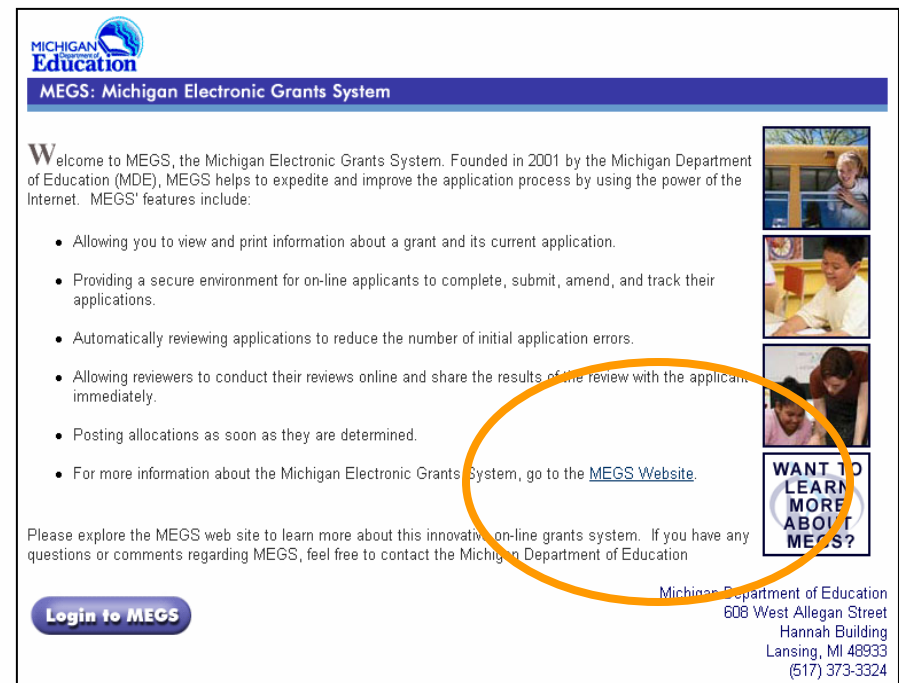Note: Every MEIS application has its own security system.

How to access MEGS

If your MEIS account is entered in MEGS, you can log in:
http://megs.mde.state.mi.us/megs/.

The first screen provides a link to the login screen and a link to the MEGS Website.

MEGS Website has:
- -training materials
- -allocation information
- -MEIS information
- -general information

Logging into MEGS

Use the Login and Password obtained from the MEIS Registration Process to login.

Remember: the MEIS password is case sensitive.

If you receive an error message that you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Need to reset your password?
Call the MDE Helpdesk:

(517) 335-0505

MEGS Authorization Structure

Level 5 - Authorized Officials
- Manage MEGS accounts for district/agency and add users to MEGS
- Submit, amend and delete applications, amendments, and/or reports

Level 4 - Application Administrators
- **Responsible for managing the application (21st CCLC)**
- Initiate assigned applications
- Assign other users to participate in the grant writing or review process
- Notify Authorized Officials to submit applications, modifications and amendments
- Submit reports

**Level 2 - Grant Writers** Input and edit any data

Level 1 – Viewers View all parts of the application - Cannot input or edit any information

Avoid the **Back** and **Forward** Buttons

MEGS is a dynamic, database driven, Web application. Content in MEGS changes according to information that is entered into the system. When applicants enter information into the system, it changes the way they see certain parts of the application.   Therefore, it is highly recommended that users use the navigation provided within the application.

Using the browser's **Back** and **Forward** buttons to go to a page is not the same as clicking a link to go to exactly the same page. The **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.

Avoid the **Back** and **Forward** buttons in order to always see the latest information.
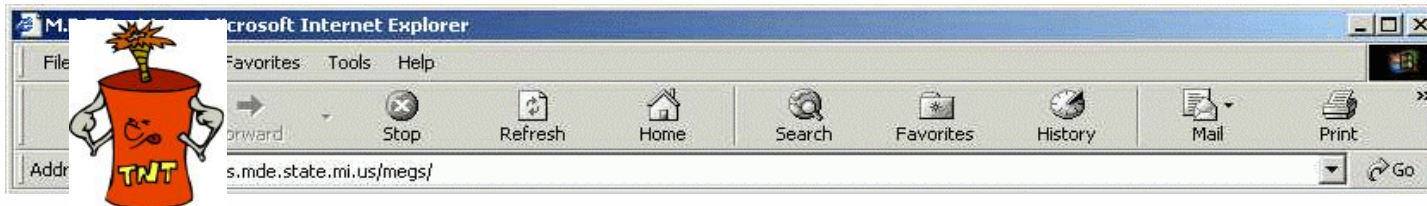
MAIN MENU: Application Security Level(s)
"Get assigned to the grant!"

To assign application security level(s) once users are in MEGS:

- Select the user from the drop down list and click **Go.**

- Assign a security level for each application the user will access.

- Click the **Save** button to save the assignments.

New! Users can be added even if the application is already initiated.

Initiating an Application

Main Menu

Apply for FY 2007 Grant(s)

- Select 21st Century (FY-2007) from the drop down list
- Click **Apply For A New Grant.**

Takes you to next page

Level 4's or 5's can initiate applications.

MAIN MENU
Initiating an Application
Note: only a level 4 or a level 5 can initiate an application

Do Not Apply	Apply Now	Apply Later	Copy Previous Grant	Grant #	Name
○	⦿	○	☑	052110	Continuation Application for 2005-2006

APPLY

- Select **Apply Now Circle.**
- Be sure the **Copy Previous Grant Box** is checked.
- Click the **Apply** button to initiate the application. This will send the user to the Application Menu.

*Apply Now does not mean **TODAY***

HELP/ASSISTANCE

PRINT WINDOW

CLOSE WINDOW

MEGS: Michigan Electronic Grants System

21st Century Budget Summary Help

The objective of this section of the 21st Century Community Learning Centers MEGS Application is to construct the budget for your project. Budgets are constructed by adding individual budget items. The Add Budget Item button is found at the bottom of this page. The budget that is produced and approved by your MDE consultant will be the one used as the standard against which your project will be financially audited at the end of each fiscal year.

- Some pages have help information.

- Before you enter any information, it is recommended to view HELP screens.

- To print, click Print Window.

Header Details
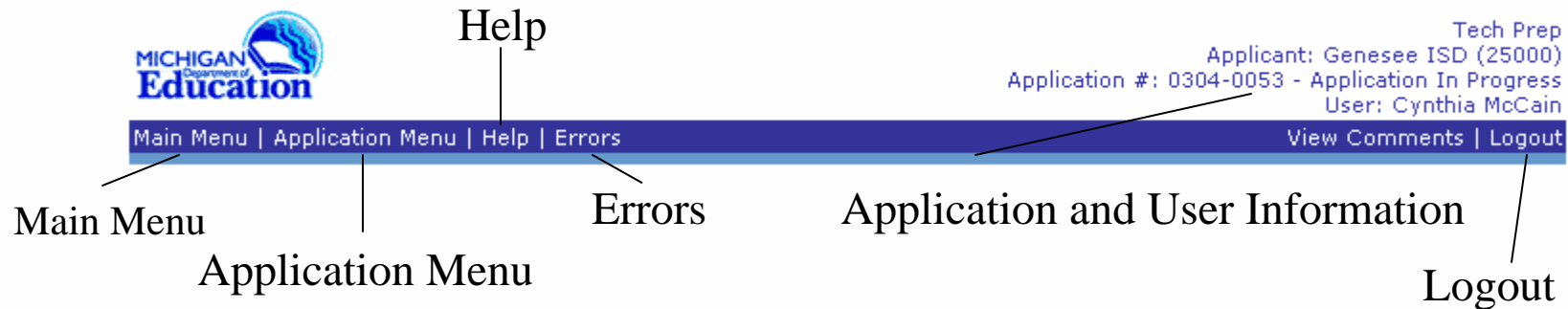
- **Main Menu** – Returns the user to the page with all applications initiated by the user's agency.
- **Application Menu** – Returns the user to the "home page" for the application. A feature built into this link is a JavaScript menu that allows quick access to other parts of the application. This menu has links to budget pages and program information.
- **Help** – Takes the user to specific help information for each page. This feature is the first source of assistance for questions or problems that users might encounter.
- **Errors** – Tracks the progress of the application and alerts the user when any critical part is not completed. All errors must be addressed in order to submit the application.
- **Logout** – Logs the user out of MEGS.
- **Application and User Information** – Indicates the application that is currently being worked on, the applicant agency, the application number, and the current user's name.

21ˢᵗ Century Walk Through

Application Menu

- Header Details

- Grant Information

- Management Activities

- General Information

- Budget Pages

- Program Information

Assurances and Certifications

MEGS: Michigan Electronic Grants System

PRINT WINDOW

CLOSE WINDOW

21st Century Community Learning Centers Assurances and Certifications

Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the awards documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclosure accordingly.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

MANAGEMENT ACTIVITIES
Control Access to This Application

To Give Users Access to the Application

- Go to the "Add Users to this Application" table at the bottom of the page.

- Enter the MEIS Account IDs of the users to be given access to the application.

- Select a security level for each new user based on his/her function in the application process.

- If the user is a contact person for the application, select the Main Contact.

- Click the **Save** button to update MEGS.

MANAGEMENT ACTIVITIES
Control Access to This Application
Edit/Remove Users From Application

- Use the "Edit/Remove Users From This Application" table at the top of the page.

- Identify users to delete or to temporarily limit their access.

- To edit the user's access, make the appropriate changes and click **Save**.

- To remove the user, click the box in the "Mark Remove" column to the left of the user's name and click **Save**.

- The removed user will no longer have access to the application unless the user is given access again.

Assigned contacts are displayed on this page.

MANAGEMENT ACTIVITIES
Review Grant Selections

MANAGEMENT ACTIVITIES
- Control Access to this Application
- Review Grant Selections
- View a PDF of this application
- View a blank PDF

Warning:

- *Fiscal Agents with more than one grant application.*

- *Do not make changes here.*

- *Keep track of your grant numbers.*

Ms. Carolyn Starkey,

You have chosen to modify the following application:

Application #0506-0227 by Detroit City School District
Status: *Application In Progress*
21st Century Community Learning Centers

Do Not Apply	Apply Now	Apply Later	Funding Source
○	⦿	○	Continuation Application for 2005-2006

What would you like to do? Confirm | CANCEL

MANAGEMENT ACTIVITIES
View a PDF of the Application

Generating PDF's of the Application

MANAGEMENT ACTIVITIES
- Control Access to this Application
- Review Grant Selections
- View a PDF of this application
- View a blank PDF

- Once data is saved, the individual pages can be printed in PDF format.

- The entire 21st CCLC Application is generated overnight, and can be saved as a PDF file on the desktop.

Click on one of the links below to view a PDF of part of the application.

FULL PDF
- Generate PDF. You will receive an E-mail when the PDF is generated (usually within 24 hours).

COVER PAGE/CONSORTIUM INFORMATION
- View the Cover Page For This Application

GENERAL INFORMATION
- Co-Applicant Agency Information
- Sites for the Grant

BUDGET PAGES

	21st Century
Eaton ISD	Budget Budget Detail

PROGRAM INFORMATION
- Project Abstract
- Project Abstract

RETURN TO PREVIOUS PAGE

MANAGEMENT ACTIVITIES
View a Blank PDF

- **You can print a copy of the blank form.**

GENERAL INFORMATION
Grant Contact and Fiscal Agent Information

To Assign or Change

the Main Contact:

- Go to the Control Access link to make the assignment.

- When the assignment is saved, the user will be displayed on the Grant Contact and Fiscal Agent Information page.

Change Main Contact for this Agency

Application Main Contact

Name	Title	Phone	Email Address
Mr. David Solis	Director, State, Federal and Local Programs	(810) 760-1259	dsolis@flintschools.org

Fiscal Agent

|	
Legal Name	Flint City School District
Superintendent	Dr. Felix Chow
FEIN	386001185
Recipient/District Code	25010
Building Code	00000
Address 1	923 E. Kearsley Street
Address 2	
City	Flint
State	Michigan
Zip Code	48503
County	Genesee
Agency Type	LEA
Phone	(810) 760-1249 **Ext**
Fax	**Ext**
E-mail	

Fiscal Agent's Information:

- *Fiscal Agent Information comes from the School Code Master(SCM).*
- *MEGS gets latest updates from the SCM.*

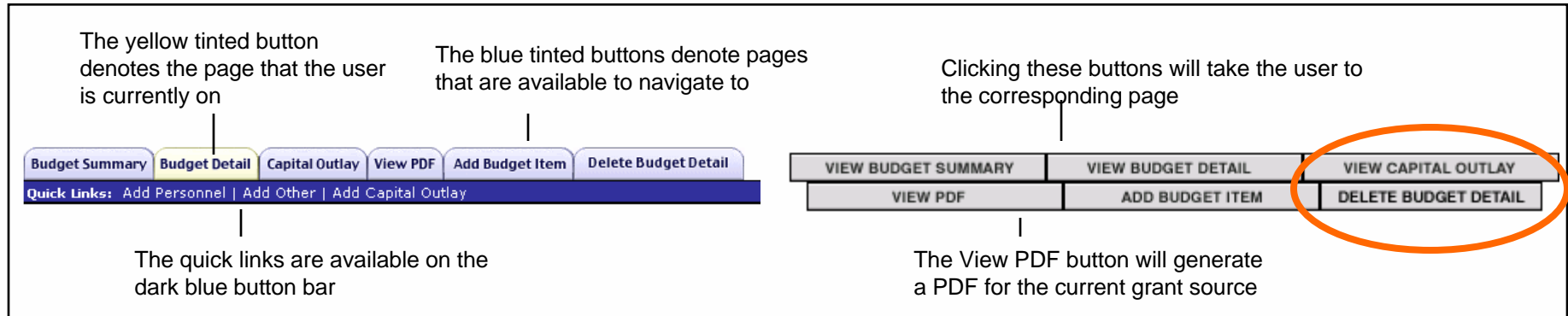# GENERAL INFORMATION
Add Review Consortium/Grant Member Information

GENERAL INFORMATION
- Grant Contact and Fiscal Agent Information
- Co-Applicant Agency Information
- Consortium/Grant Member Information
- Add/Review Grant/Consortium Members
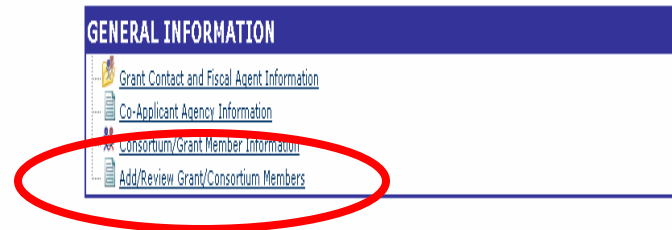
DETROIT CITY SCHOOL DISTRICT (82010)
ADD/REVIEW GRANT/CONSORTIUM MEMBERS

Has this page been updated since last year? [Has Not Been Reviewed ▼]

Instructions: Please complete this page. Mandatory items are marked with a red asterisk (*).

Consortium/Grant Member Information

Name of LEA or Agency*	Detroit City School District
District Code	
Superintendent or Authorized Official*	Keneth Burnley, Ph.D.
Address 1*	3011 W. Grand Blvd., Fisher Bldg. #1405
Address 2	
City*	Detroit
State*	Mi...

Must review each page and check here

GENERAL INFORMATION
Co-Applicant Agency Information

- Info pulls forward to 2007 grant
- Be sure it is still correct

GENERAL INFORMATION

- Grant Contact and Fiscal Agent Information
- Co-Applicant Agency Information
- Consortium/Grant Member Information
- Add/Review Grant/Consortium Members

SAVE	CLEAR	DELETE

VIEW PDF

BATTLE CREEK PUBLIC SCHOOLS (13020)
CO-APPLICANT AGENCY INFORMATION

Legal Name of Agency:	Startrek A.W.E. Foundation
Name of Contact Person:	William Shatner
Telephone Number:	(517) 555-1515
Email Address:	bill@priceline.com

BUDGET PAGES
Budget Navigation

The yellow tinted button denotes the page that the user is currently on

The blue tinted buttons denote pages that are available to navigate to

Clicking these buttons will take the user to the corresponding page

The quick links are available on the dark blue button bar

The View PDF button will generate a PDF for the current grant source

Budget Tabs and Quick Links

These features allow for easy navigation between the budget pages.

- The tabs are color coded for easy recognition.
- The yellow tinted tab signifies the current page.
- The **View PDF** tab will display a PDF of the current budget page.

Quick links are located beneath the budget tabs, and take the user to pages where multiple budget items can be added.

BUDGET PAGES
Budget Summary

Budget Summary:

This is for presentation only, you will not be enter data into this chart.

Budget Detail will be computed and presented in this summary page.

- All last year's amounts are pulled forward.

- Only the function codes listed are allowed for 21st CCLC, follow guidance provided in your manuals.

- The budget totals are displayed with function codes along the left side and object codes across the top.

- Budget totals are changed automatically when new budget items are added to the grant.

- Edit Contact Information if it has changed.

BUDGET PAGES
Budget Detail

- Budget Detail page is an in-depth look at all budget items.

- It is not necessary to include Local Agency Share but it may be helpful for us to see.

- Each budget item is listed by function code, with the description.

- As items are entered into the system, this page is automatically updated and displays the totals.

- Item description is a link to the page where the entry can be edited.

BUDGET PAGES
Add/Edit/Delete Budget Item

Add a Budget Item:
- Click the **Add Budget Item** tab.
- Read directions on page.
- Select function code
- Provide a description of the budget item.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).
- Local Agency Share requires a separate entry.

Edit a Budget Item:

- Use Edit Budget Detail link or
- Access from Budget Detail

Delete Budget Item:

- Use Delete Budget Detail link
- Delete from Update Item page

PROGRAM IMFORMATION
Program Information Page Summary

PROGRAM INFORMATION
- Program Information Page Summary
- Project Abstract
- Sites for the Grant

This gives you information about the sections in the grant application.

The following pages have been saved in MEGS

Co-Applicant Agency Information
- Eaton ISD: [UNTITLED] (Date Last Changed: 3/16/2004 9:54:59 AM)

PROGRAM INFORMATION
Project Abstract

PROGRAM INFORMATION
- Program Information Page Summary
- Project Abstract
- Sites for the Grant

- This is a one-page description of the project.
- Most sections from previous application are brought forward.
- You must review and revise your project outcomes and evaluation plan and give us your plan for next year.
- It is recommended that you create your narratives in a program that has spell-check.
- Then you may copy and paste the information into the correct area.
- Less is more.

EATON ISD (23000)

PROJECT ABSTRACT

Instructions: The Project Abstract will be limited to a ONE page PDF printout. The Project Abstract must address the following categories: Statement of Need; Description of Project; Project Outcomes/Evaluation Plan; and Qualification of Key Personnel. Note the space limitations for each section.

Statement of Need:

0   of 700 Characters

Description of Project:

0   of 960 Characters

Project Outcomes/Evaluation Plan:

0   of 640 Characters

Qualification of Key Personnel:

0   of 400 Characters

PROGRAM INFORMATION
Sites for the Grant

- Check **ALL** sites to the grant
  - One page per site
  - Make sure each page says YES

- Check information for each site

- Fill in the Name, Address, etc as it appears on the site license.

- Buildings must have district code and building code
- Building code must have leading zero.

Use the School Code Master to find Building Codes

- **Web access:**

http://cepi.state.mi.us/scm/directory/step2.asp?intSearchType=1

- **Select the first letter** of the building.

- **Navigate to find the** correct building.

Submission of the 21st Century Grant
Errors

- MEGS performs a check for technical errors and will present the information on this page.

- Run the error checking until the screen indicates:

No errors have been detected in this application.

Submission of the 21st Century Grant
Submission

To Submit an Application:

- Notify Authorized Official (AO), Level 5.

- AO clicks the **Submit Application** button.

- Conditions page will be displayed.

- After reading and agreeing with the conditions, click the **I Agree** button.

- MEGS will display a confirmation page.

- MEGS will notify the identified. administrator and the application Main. Contact by email that the application has been received by MDE.

Application Status Levels

Status levels are used to track applications within MEGS and are applied at every step of the process.

There are two distinct status categories: Applicant and Consultant.

Applicant status levels that are "in progress" allow the user full access to the application. Submission will "lock" the application to further changes.

Consultant status levels are used to show the level of review or to return the application (e.g. *Modifications Required*) to the user.

Consolidated Application

Application #2003-1143 West Iron County Public Schools		Status: Application Submitted
Grants	Access Level	Granted By
Title I, Part A Regular – Improving Basic Programs	Authorized Official	
Title II, Part A Regular – Teacher/Principal Training & Recruiting	Authorized Official	
Title II, Part D Regular – Enhancing Education Through Technology	Authorized Official	
Title V, Part A Regular – Innovative Programs	Authorized Official	
Section 41 – Bilingual Education	Authorized Official	

VIEW APPLICATION | DELETE APPLICATION | MODIFY APPLICATION | AMEND APPLICATION

Applicant Set Status Levels

- *Application In Progress*
- *Application Submitted*
- *Modifications In Progress*
- *Modifications Submitted*
- *Amendment In Progress*
- *Amendment Submitted*
- *Report In Progress*
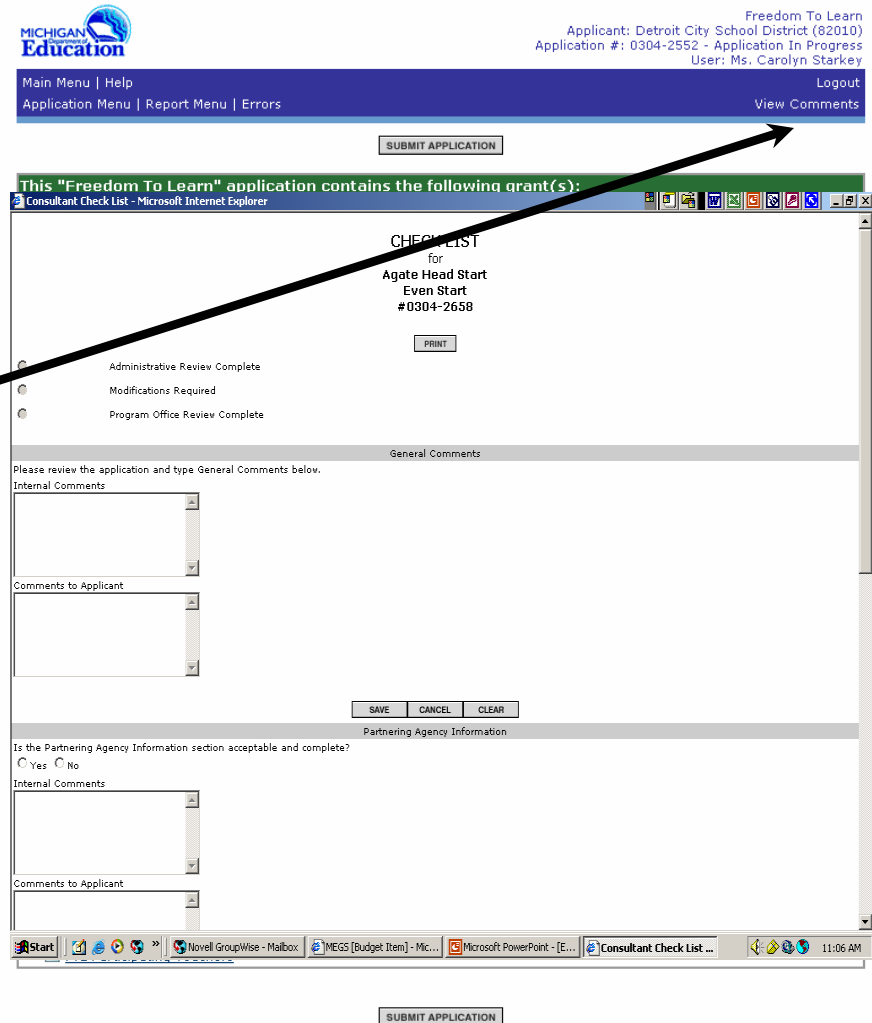- *Report Submitted*

Consultant Set Status Levels

- *Review In Progress*
- *Modifications Required*
- *Program Office Review Complete*
- *Grant Funds Available*

Viewing Comments

To View General Comments

• Click the **View Comments** link in the header of the page.

• A separate popup window opens and displays the comments for that page.

Modifications Process

Modifying the Application:

Modifications Required:
the **Modify Application** button is "lit."

Levels 4 and 5 can click **Modify Application** to begin revising the application, which changes the status to *Modifications in Progress*.

Once the status is *Modifications in Progress*, additional changes are made by clicking the **View/Edit** button.

Changes made to the application are shown by clicking the **Modifications Summary** link on the Application Menu.

Level 5s can submit the modified application by clicking the **Submit Modifications** button on the Application Menu.

http://136.181.114.7/megsweb/

Look here for informational PowerPoint and the Quick Guide.

Questions?

- Password related: Call MDE Help Desk (517) 335-0505

- 21st Century Community Learning Centers Questions:

  Lorraine Thoreson   ThoresonL@michigan.gov

  John Taylor   TaylorJohn@michigan.gov